

~~CONFIDENTIAL~~
*Survey 1 files
Printing Sec Rev*
Office Memorandum • UNITED STATES GOVERNMENT**TO :** Chief, Management Staff**DATE:** 15 JUN 1955**FROM :** Acting Director of Logistics**SUBJECT:** Request for Management Assistance

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1. The present production cost accounting and work scheduling systems have been in use at the [REDACTED] of the Printing and Reproduction Division for approximately 18 months. As these systems have not been reviewed since their installation by any organization outside of the Division, a review to determine their effectiveness is desirable.

2. It is, therefore, requested that an Organization and Methods Examiner from your Staff be assigned for the purpose of making a review of the work reporting system, scheduling system, and related procedures for the control of production at the Plant. This review is requested for the purpose of eliminating duplication, if found, and to assure this Office that the Printing and Reproduction Division is controlling production in an effective manner.

[REDACTED] 25X1A9a

OL/AS/MAB/RKR:mel (13 June 55)

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1703Date: 12/02/78 By: 008~~CONFIDENTIAL~~

<p align="center">SECRET</p> <p align="center">REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE</p> <p align="center">FROM O&M SERVICE</p>		<p>PROJECT NUMBER 5-80</p> <p>TYPE OF PROJECT <input checked="" type="checkbox"/> Survey <input type="checkbox"/> System <input type="checkbox"/> Specific Problem </p>								
<p>ORGANIZATIONAL COMPONENT REQUESTING SERVICES Office of Logistics, Printing Services Division </p>		<p>DATE OF REQUEST July 1955 </p>								
<p>ELEMENTS OF PROJECT</p> <table border="0"> <tr> <td><input type="checkbox"/> (1) Organization</td> <td><input checked="" type="checkbox"/> (3) Procedures</td> <td><input type="checkbox"/> (5) Work Measurement</td> <td><input type="checkbox"/> (7) System & Equipment</td> </tr> <tr> <td><input type="checkbox"/> (2) Staffing</td> <td><input type="checkbox"/> (4) Reporting</td> <td><input type="checkbox"/> (6) Records & Files</td> <td><input type="checkbox"/> (8) Staff Study</td> </tr> </table>			<input type="checkbox"/> (1) Organization	<input checked="" type="checkbox"/> (3) Procedures	<input type="checkbox"/> (5) Work Measurement	<input type="checkbox"/> (7) System & Equipment	<input type="checkbox"/> (2) Staffing	<input type="checkbox"/> (4) Reporting	<input type="checkbox"/> (6) Records & Files	<input type="checkbox"/> (8) Staff Study
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<p>TITLE OF PROJECT Review of Procedures, Printing Services Division </p>										
<p>BRIEF DESCRIPTION OF PROJECT</p> <p>Review of scheduling and production procedures at the [REDACTED]</p> <p>Printing Services Division.</p>										
<p align="center">FOR USE OF REQUESTING OFFICE</p> <p>TIMING CONSIDERATION (Starting date desired & condition of urgency, if any)</p>		<p align="center">FOR USE OF O&M SERVICE</p> <p>NAME OF ANALYST DEVELOPING PROJECT [REDACTED] </p> <p>ESTIMATED MAN DAYS REQUIRED</p> <table border="1"> <tr> <td>Analyst 15</td> <td>Clerical --</td> <td>Total 15</td> </tr> </table> <p>STARTING DATE APPROVED 1 August 1955 </p> <p>TARGET DATE 15 August 1955 </p>	Analyst 15	Clerical --	Total 15					
Analyst 15	Clerical --	Total 15								
<p>NAME, TITLE & SIGNATURE OF REQUESTOR</p> <p>[REDACTED] Chief, PSD</p>		<p>ASSISTANT MANAGEMENT OFFICER [REDACTED] </p> <p>MANAGEMENT BOARD ACTION 10 </p>								
<p>OTHER APPROVALS, IF ANY</p>		<p>DATE OF MANAGEMENT BOARD ACTION -- </p>								

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12 August 1955

MEMORANDUM FOR: [REDACTED]

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SUBJECT : Survey of the Printing and Reproduction Plant

1. The following is a report on the conditions found at the Printing and Reproduction Plant. The situation has been fully discussed with Messrs. [REDACTED] Copies of this memorandum have been given to each.

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a. EMPLOYEES CARELESSNESS. A review of several batches of the operators Production Report Form (No. 36-273) disclosed carelessness in completing the form. Omissions are prevalent. This, in turn, creates an inaccuracy in the MHD tabulation runs. The information on this form is the sole source for the figures used by MHD in rendering the three phase machine tabulated reports. Corrective steps taken.

b. SUPERVISORS LAXNESS. The failure to correct this carelessness indicates a laxness on the part of supervisors. Likewise, some supervisors fail to initial the individual Production Reports introducing an element of doubt as to whether they look at the daily reports thereby not taking advantage of an excellent tool to size up the capabilities of individual workmen or their production honesty on the job. Corrective steps taken.

AK c. NEEDLESS FILING OF REQUISITION COPY. At present the white copy of the Requisition Form is filed by job number to establish a control of all jobs that come into the PR Plant. On completion of the job the form is filed away in "dead" storage for an indefinite period. As the same information (and in many cases more complete information) can be obtained from the pink copy of the requisition which is attached to "job ticket" and filed in a permanent file in job number order. It is recommended that the white copy of the requisition be destroyed immediately on removal from the control file on completion of the job. This will save many man-hours of handling time and storage space. As the white copy of multiple Requisition Form is the original and contains an authentic signature, it might be well to reverse the parts played by the white and pink copies. Corrective steps taken.

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d. **BETTER FACILITIES FOR HANDLING COMPLETED JOB TICKETS.**
It is recommended that a faster means for sorting completed "job tickets" into job order sequence be established and a finer breakdown of guides be set up in the permanent job ticket file to facilitate filing. These two actions should rapidly clear up the present two month back-log and assure keeping the file up to date in the future. Corrective steps taken.

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e. **POSSIBLE ELIMINATION OF POSTING TO "LEDGER OF PRODUCTION CHARGES".** The posting to the "Ledger of Production Charges" has fallen behind considerably. To date, no use has been made of these figures either by the Comptroller (Budget Division) or the Operating Units. The record is of little or no value to the Printing and Reproduction Plant. The Budget Division has been asked to re-evaluate the situation from their point of view. If the reply is negative, it is recommended that the posting of the "Ledger of Production Charges" be discontinued. Awaiting decision of the Budget Division.

show for in form of
work sheet
along suggested
format

f. **COMBINING REQUISITION, JOB TICKET AND DELIVERY TICKETS INTO A SNAP-OUT SET.** The initial handling of incoming Requisitions appears to be cumbersome. At present a clerk performs the following operations:

- (1) Separates the three part requisition form (white, blue, and pink copies) and date/time stamps all copies.
- (2) Creates a "job ticket" writing in the "job number" and filling out the Delivery Ticket portion with the name, office, room, building of the requisitioning office.
- (3) If there is more than one shipping point indicated on the requisition, additional Delivery Tickets are made out for each shipping point indicated.
- (4) The pink copy of the requisition is stapled to the job ticket.
- (5) The blue copy is attached to the job ticket with a clip and as soon as a firm delivery date is established by the scheduler, this blue copy is returned to the requisitioning unit.
- (6) The white copy is filed immediately by another clerk into a Requisition Control File.

The bulk of this operation could be eliminated by the use of a "snap-out" requisition form that would be designed to include spaces needed by the requisitioning office and the P&R Plant.

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The initial filling out of the form would simultaneously provide the needed Delivery Tickets, thus saving the time consuming effort of steps b, c, d, and e listed above and step "a" except for detaching the white copy, without added effort on the part of the requisitioning office. The adoption of such a form is recommended. Under consideration.

g. COST RECORD. When all factors are considered, the present method of arriving at job costs is considered adequate. It is appreciated that the "rounded price" used in the established price list has not been brought down to the fine point of exactness that would be needed if the Printing and Reproduction Plant were in direct competition with other printers, it is sufficiently accurate to arrive at a job cost close enough to serve the purpose for which it is used. However, in the immediate future it is recommended that the entire range of "rounded prices" be amended to reflect the new scale of labor charges and any substantial changes in material or overhead costs. Corrective action will be taken in near future.

h. PRODUCTION CONTROL. The present Production Control record is very limited in value. The only purpose it serves is to answer inquiries about the status of specific jobs. The Plant Superintendent cannot quickly evaluate the production picture. It is of little use to the Scheduler when scheduling an incoming job. A concerted effort should be made to correct this situation. Although it is not the final answer to the problem, it is suggested that the supervisors be required to make a written report to the Plant Management at specified intervals, of all jobs falling behind the production schedule and the reason for such lag. The report should be sufficiently complete for those concerned to quickly evaluate the unfavorable condition and take steps to correct it. The problem raised here has been fully discussed with those immediately concerned and there is a concerted effort afoot to find a suitable solution.

2. Unless [redacted] expresses a desire for further assistance this survey can be considered at an end. There is the problem of developing the combined Requisition, Job Ticket and Delivery Ticket form (Snap-Out). Also, there is the matter of rendering aid in the development of a Production Control tool for the Plant Superintendent and Scheduler, so that they can do a more effective job. It is believed that the Management Staff should cooperate in the development of these two items.

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██████████, Chief, Printing
Services Division

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██████████ Management Staff

Stock and Supply Branch Procedures.

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1. After a survey of the present procedures in the Stock and Supply Branch the following conclusions have been reached. ██████████, Chief of the Branch, is in disagreement with some phases of the conclusions. However, it is believed that the changes proposed will simplify current routine and place supply and purchase data in such form that research and reference will be faster. The following is a review of the situation.

a. Requisition and Receiving Voucher Number Controls

(1) Requisition Number. For the purpose of requisition accountability, and to avoid duplication of numbers, it is essential that a control register be maintained. However, entries should be held to two entries only - "date" and "requisition number."

Posting of Voucher numbers and Purchase Order Numbers at this source is a duplication of effort

(2) Receiving Voucher Number. It is also essential to maintain a Receiving Voucher Number Control Register. The items of entry should be confined to "date", "receiving voucher number", and a tie-in (cross reference) "requisition number." This change has already been made.

b. Visible Kardex Files

(1) Purchase and Pertetual Inventory Record. This record is maintained on all stock items. It is broken down into two parts - Purchase and Inventory. The form in each case should be changed in accordance with sample forms attached. You will note that the "purchase" card is more complete. It reflects factors of cross-reference, cost, delivery spread, needed description of item and rate of consumption. On the other hand, the "inventory" card has been confined basically to normal stock movement. This exception is that portion in the visible margin titled Cost Analysis. This block serves to indicate if and when an item moves by use of a check mark (✓) in the quarter of issuance, thus effecting a means of locating items that have moved when called up to render a report.

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(2) The Supply Control. This record is now kept in a make shift form and should be more formalized by placing the record on a card form within the Kardex file. No suggestion is being made as to the ruling of the form used.

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(3) Plant Equipment Record. This record is now kept on a 10x18" card form for vertical filing. The data recorded is not adequate and is of little value for future reference. The card should reflect greater nomenclature detail, costs, purchase reference data, and in the case of equipment that service is likely, provision should be made to reflect cost of parts and service rendered on the item. By housing the record in Kardex cabinets, reference would be faster.

c. Files.

(1) Case Folders. At present a folder is made out at the time a new requisition for purchase is drawn. The folder is then placed in a correspondence file in requisition number sequence. As each paper relating to that particular transaction comes to light, it is placed in the folder concerned. This includes copies of the requisition, purchase orders or any other paper pertaining to the case. There appears to be no better means of handling this situation, therefore, no change is recommended. As the file is numerically controlled by requisition number, adequate cross-reference by purchase order and voucher number is essential.

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(2) Requisitions for Issuance Stock Items. Copies of requisitions issuance for stock items should continue to be handled as at present, that is, filed in numerical order by the Building Supply Officer originating the requisition.

(3) Intermediate Control of Undelivered Items. At present the only control over undelivered items is through the Requisition Number Control Register or the Property and Supply Register. Control through these records is a duplication of effort and time-consuming posting operation. As has been noted in sub-paragraph 1a(1) it was proposed that the posting to the Requisition Control Register be confined to "date" of organization and "number", thus eliminating this source for a control over undelivered items. As for the second medium of control, it will also be noted that in sub-paragraph 1d a recommendation is made that STOCK items be eliminated from the Property Supply Register. For control of

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undelivered items, it is proposed that three Clip Boards or Arch Boards be maintained - one for unfilled requisitions, one for voucher number copies, and one for purchase orders. The copies on each board will be maintained in numerical order. As merchandise is received, and order completed, the corresponding three copies (Requisition, Voucher, and Purchase) will be removed from the boards and filed in the "case folders", thus bringing together a complete file relating to a particular purchase. All papers remaining on the boards reflect unfilled orders. By this method of operation a weakness of the present system is overcome. A ready reference is available to locate any one or all unfilled items by Requisition number, Voucher Number or Purchase Order Number. Only by unnecessary posting for cross-reference purposes and search can these numbers be located at present.

d. Property and Supply Register. The Property and Supply Register is carried as a means of cross-reference for Voucher Numbers and Purchase Order Numbers and ready dollar totals for certain totals needed make out reports and meet budget demands. The entries to this record should be confined to the following items - non-stock, Franconia items, new equipment, parts and repair, property turn-ins and fiscal contracts. When needed, totals for "stock items" can be readily taken from the stock record control cards. (See suggested Purchase Record card.) A high percentage of cross-reference for which the book is now used will be eliminated by the Clip Boards suggested in sub-paragraph 1c(3). Considerable typing time will also be saved by the elimination of "stock items" from the register. Stock item entries, when needed for dollar data, date received, purchase order numbers, voucher numbers, and requisition numbers, will be quicker for future reference if all purchase and movement of the item are confined to one area.

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MEMORANDUM FOR THE RECORD

SUBJECT: Printing Services Division

1. The following operational improvements were achieved as the result of a combined effort by members of the Printing Services Division Staff, suggestions and cooperation given by the personnel at the Printing Plant, and a representative of the Management Staff.

a. Office copy of the requisition file is now destroyed on completion of the job instead of filing away in a dead file. This has saved many man hours of handling of time and storage.

b. A faster method of handling completed job and delivery tickets for final filing was established by:

(1) Installing a rapid means for the initial sort of job and delivery tickets.

(2) Developing a holding file for uncompleted work in process of final filing. The papers are held behind guides that establish instantly the degree of completion.

(3) To speed final filing, the number of file drawers were increased to break a state of congestion. In addition, fine alphabetical guide breakdown of the file was made to increase the speed of filing.

Equally important is the extreme drop in "reference time." Needed records are now located readily.

c. In order to bring out into the open the status of printing jobs processing through the plant, a Control Panel was set up. This board has proved beneficial in scheduling and control for plant management. It replaced a visible rotary panel file that was useless for this purpose and extremely burdensome to maintain. The difference in daily operating time is the saving of at least one (1) clerk hour a day, plus greater accuracy and the establishment of a production control that previously did not exist.

d. A new Requisition Form is in process of being printed. This will replace the present four part form. The new form will combine the JOB TICKET, DELIVERY TICKET, and REQUISITION COPIES. The benefits to be derived from this change are as follows:

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(1) The initial typing of all parts will be done by the requisitioning organization. This will save the Printing Plant the time now spent preparing the Job Ticket and Delivery Tickets for each job.

(2) It will eliminate the clerical time of stapling a copy of the Requisition on the Job Ticket.

(3) It will automatically furnish an accurate Delivery Ticket to be placed on packages being shipped. A carbon copy of the delivery ticket data will automatically be imprinted on the Job Ticket.

(4) It will eliminate the hours of clerk time now spent sorting Delivery Tickets, matching them up with the appropriate Job Ticket and then stapling the delivery ticket, or tickets, on the Job Ticket.

(5) Actual "file space" will be cut in half as the new Job Ticket will contain an impression of each operating instrument previously stapled to the Job Ticket; that is, a copy of the Requisition Form and one or more Delivery Tickets. There will be no papers or staples added to the Job Ticket to bulk the files. The possibility of needed reference data being torn off is also eliminated.

e. Although it was found to be impractical to set-up a "control panel" for the Photographic Branch because of rapid turn-over in jobs, a control has been established by the use of the "scheduling sheets." Scheduling sheets are maintained by the days of the month a job is scheduled for completion in a given operation. At the end of every day each Supervisor forwards to the Chief of the Branch a list of finished work that passed through his particular operation. A clerk then crosses out the listed jobs from the appropriate schedule sheet for a given day. This method of operation is simple but effective for control and aids scheduling because the workload in the Plant for any given day is easily ascertained.

f. After the Control Panel was found effective for general control of printing jobs, each Supervisor within the Printing Plant set up on his own initiative a Control Board (Peg) for his section. These boards have proven most effective to focusing attention on the status of jobs within the Section. Besides showing instantly work scheduled for a given day, work behind schedule in that section stands out. This has been accomplished without any build-up of man hours. The same cards (3"x5") were previously filed in a vertical file by date scheduled for completion. The Photographic Branch are in the process of setting up similar boards.

g. As the information was not being used, the posting of the Organizational Job Cost Record has been discontinued. This has resulted in a saving of clerical time.

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h. The monthly "Summary Report" and the weekly "Organizational Cost Report" produced by the Machine Records Division has been eliminated. In addition, other data accumulated, but not used, was eliminated from the tabulating reports received thus cutting down on "key punching time." These changes have resulted in shortening the time needed for the Machine Records Division to render a report from about ten working days to three. By so doing, the necessity for finding a new method of securing time and reproduction figures needed for reports has been eliminated.

i. A new report form has been adopted. It is more complete and gives the Printing Division management a much needed tool to analyze operating conditions. This new report will be rendered weekly in place of the previous monthly report which was limited in scope and served very little purpose.

j. A study was made of the Supply and Stock Branch. Although only two recommended changes have been actually put into practice, other changes in operation were recommended and are under consideration. The changes put into effect were:

(1) Elimination of two postings from the Receiving Voucher Number Control Register.

(2) Shortening the period for drawing out supplies from stock from all day to a period from 0830 to 1300. This was necessary to allow "uninterrupted" time for clerks to do other work.

k. The uncompleted portion of the recommended changes for the Stock and Supply Branch are:

(1) New forms were suggested (samples drawn and submitted) for the "Purchase" record "Inventory" record, Plant Equipment record, and the Property and Supply Register.

(2) Simplification of the present Requisition Number Control Register. Postings would be confined to "date" and "requisition number" only.

(3) The posting to the Property and Supply Register would be confined to non-stock items. By confining the entries to the Register to non-stock items, at least 50% of posting to the book. Also, it should be noted that non-essential items have been eliminated from the form thus cutting operating time proportionately.

(4) It was recommended that copies of the Requisition, Voucher Number copy, (Warehouse) and Purchase Order be withheld from the Case Folder and filed numerically on clip boards until completed. This method of handling would give a quick point of reference no

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matter which one of the three numbers was available for reference. The time lost to hunt and find would be eliminated.

l. The above changes were recommended with one thought in mind; that is, to operate effectively with the present personnel. However, it is believed that the present difficulty will not be alleviated without added help to make the initial change over. Typing new forms is one point in question.

m. It was recommended that both the [REDACTED] and Property Record be put on Kardex.

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n. The new form for the Property Record was constructed to show not only description and original purchase data, but to reflect (as in the case of machines) funds spent on services and parts on each piece of equipment.

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O&M Examiner

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<p>2. REQUIRED—Insert one of the following numbers to identify type of service desired: 1. Photostat; 2. Microfilm; 3. Ozaphane; 4. Film Processing; 5. Photography; 6. Color Photography; 7. Motion Picture; 8. Mimeograph; 9. Offset Printing; 10. Letterpress Printing; 11. Ditto; 12. Binding; 13. Addressograph; 14. Embossograph. List by name any service not identified above.</p>	<p>SIGNATURE OF AUTHORIZED OFFICIAL</p>
<p>REPLACES FORM NO. 36-2 WHICH IS OBSOLETE.</p>	<p>PART 1 -- HOLD COPY</p>

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DESCRIPTION OF	QUANTITY	UNIT	REMARKS
PART 3 -- DELIVERY TICKET			

IBM		VARITYPE		JUSTOWRITER		STENOFAK		ARTWORK		PRESS ROOM									
LINOTYPE		HAND		Approved For Release 2001/08/10 : CIA-RDP61-00274A000100090029-7						JOB		ROTARY		MIEHLE					
3E SIZE		IMAGE SIZE		COLUMN WIDTH		REMARKS						NO. PLATES/FORMS		ONE SIDE		TWO SIDES			
				ONE TWO										HEAD TO HEAD		TUMBLE HEAD			
MARGINS		JUSTIFIED																	
FT		RIGHT																	
DP		BOTTOM																	
		TYPE SIZE		BASE COLOR (S)		TYPE COLOR (S)		NO. (S)											
CSS-GRAPH		SIZE										RUN		TOTALS		PLATES/FORMS		IMPRESSIONS	
NEGATIVES		SCALE		REMARKS															
		SAME SIZE																	
POSITIVES		AS MARKED																	
NE NEGS.		CAMERA SETTINGS																	
HALF TONES																			
GREENS		NO. ORIGINALS																	
PRESS		SHEET SIZE		NO. UP		REMARKS													
M		SW		HEAD TO HEAD															
W		H		TUMBLE HEAD															
ME		JOB		LAYOUTS/LOCKUPS															
ROTARY																			
R																			
L																			
T																			
B																			
O. PLATES		ZINC		SINGLE		DOUBLE		TRIPLE		QUAD.									
		PRE SEN.																	
O. LAYOUTS		XEROX																	
		DP. ETCH																	
O. ENGRV'S.		RUBBER PLATES		REMARKS															
NUMBER OF		MIMEOGRAPH STENCILS		DITTO MASTERS		COPIES ON EACH		TOTAL NO. OF COPIES											
OLD		STITCH		TRIM SIZE															
		TOP		SIDE		SADDLE		UPPER LEFT CORNER											
PERFORATE		ASSEMBLE		PUNCH		NO. HOLES		DIAMETER		C TO C									
		SHEETS IN SET		SETS IN PAD		SHEETS IN PAD		KIND		POSITION									
COLLATE		INSERTS		OTHER															
HAND																			
JACH.																			
BINDING (Indicate type of cover, color of tape, etc.)																			
WEIGHT		COLOR		KIND		STOCK SIZE		TRIM SIZE											
						NO. OF SHEETS		NO. OF SHEETS											

JOB MATERIALS DISPOSITION INSTRUCTIONS			
MATERIAL	DESTROY	FILE	RETURN
CUSTOMER'S COPY			
PLANT COPY			
NEGATIVES			
STENCILS/MASTERS			
PLATES			

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PRICE LIST

Effective Date 13 April 1956

PRINTING SERVICES DIVISION

Office of Logistics

PRINTING SERVICES DIVISION

PRICE LIST

(To be used for budgetary purposes and for estimating the cost of proposed work)

COMPOSING

Typing Ditto Masters	per master	1.72
Typing Mimeograph Stencils	per stencil	1.72
Typing Direct Image Plates	per plate	2.00
Typing for Offset Reproduction (justified)	per page	8.20
Typing for Offset Reproduction (nonjustified)	per page	5.05
Artwork	per hour	3.75
Linotype Composition	per page	8.25

PRINTING

Ditto	Minimum charge up to 100 impressions	0.56
Mimeograph	Minimum charge up to 100 impressions	0.35
Each additional 100 impressions from same stencil		0.21
Mimeograph (FBIS Dailies)	per 1000 impressions	1.55
Direct Image Multilith	Minimum charge up to 100 impressions	0.52
Multilith (up to 10" x 14" sheet)	Minimum charge up to 100 impressions	4.15
Each additional 100 impressions from same plate		0.40
Multilith (up to 14" x 20" sheet)	Minimum charge up to 100 impressions	5.25
Each additional 100 impressions from same plate		0.49
Offset (up to 17" x 22" sheet)	Minimum charge up to 100 impressions	7.70
Each additional 100 impressions from same plate		1.16
Offset (up to 22" x 34" sheet)	Minimum charge up to 100 impressions	12.45
Each additional 100 impressions from same plate		1.65
Letterpress (up to 14" x 20" sheet)	Minimum charge up to 100 impressions	2.65
Each additional 100 impressions from same form		0.54
FI reports (multilith and ditto)	per page	0.56

The above prices include paper, negatives, plates, etc. The price is based upon impressions and includes runs of one or more up, i. e., a book printed four pages on a sheet and folded will be charged at the above rates for 100 impressions of the sheet containing four pages.

PHOTOGRAPHIC

Photostats, one side	per print	0.12
Photostats, two sides	per print	0.20
Ozolid Prints	per print	0.11
Photographic prints (including microfilm prints)		
Automatic Printing in large quantities	per print	0.10
Photographic prints, Hand work, single printing	per print	0.20
Film printing	per print	1.65
Ozaphane	per 100 foot roll	3.45
Microfilm copying	per 100 foot roll	29.10
Microfilm and Motion Picture Processing	per 100 feet of film	4.85
Color photography	per hour	11.50
Motion Picture Printing	per 100 feet	8.50
Motion Picture and Sound Recording Assignments	per hour	11.60
Special Photographic Assignments	per hour	5.15

BINDERY

Assembling — Minimum charge up to 500 sheets	0.50
Each additional 100 sheets	0.10
Folding — Minimum charge up to 500 sheets	2.95
Each additional 100 sheets	0.13
Side and Saddle stitching	per 100 sets or books 0.70
Assembling sections and stapling FBIS Dailies	per 100 sets 1.55
Gathering signatures	per 1000 signatures 1.45
Padding	per pad 0.09
Punching	per 1000 sheets 1.05
Perforating	per 1000 sheets 6.20
Bookbinding*	per book 6.40
Pressboard binding	per binder 0.19
Miscellaneous Binding	per hour 4.25

*Includes sewing, backing, covering, glueing, etc. Price covers complete costs of binding exclusive of folding and assembling.

DISSEMINATION

Addressing and Mailing	per hour	4.15
Wrapping and tying	per package	0.10

MISCELLANEOUS

Batch System	per batch	1.50
Making Embossograph Signs	per hour	6.70

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~~CIA INTERNAL USE ONLY~~

ANNEX A

**EQUIPMENT TO BE TRANSFERRED TO THE CENTRAL INTELLIGENCE
AGENCY WITHOUT REIMBURSEMENT THEREFOR**

(Originally obtained by the Government
Printing Office from the predecessor
operators of the plant)

<u>Description</u>	<u>GPO Prop. No.</u>
Camera and Copy Board	90
Refrigerator	91
Multilith Camera	93
Paper Drilling Machine	98
Sewing Machine, Sayth	99
Punching Machine	100
Roller Backing Machine	102
Stamping Machine	103
Hand Backing Machine	104
Book Press	105
Gluing Machine	106
Linotype Composing Machine	107
Linotype Composing Machine	108
Saw Trimmer	109
Offset Press	111
Cutter, Precision, 61"	113
Plate Coating Machine	117
Plate Coating Machine	118
Refrigerator	119
Vacuum Frame	120
Spray Gun	122
Press, Miehle	124
Davidson Duplicator	129
Line up Table	138
Typewriter, L. C. Smith	2058
Time Stamp, Stromberg	2073
Typewriter, Electromatic	2737
Adding List, Remington Rand	2739
Typewriter, Royal	2740
Typewriter, Underwood	2745
Typewriter, Japanese	2751
Typewriter, Electromatic	2757
Typewriter, L. C. Smith, 11"	2759
Typewriter, Underwood	2761
Typewriter, Japanese	2763
	2767

ANNEX A
(Continued)DescriptionGPC Prop. No.

Enlarger	2776
Press, Book, 10 x 16	2777
Press, Book	2779
Trimmer, 24"	2780
Kodak, Dry Mounting Press	2782
Densitometer	2783
Camera, Graphic, 4 x 5	2784
Camera, Color	2785
Camera	2787
Printer	2788
Trimmer	2789
Vacuum Printer	2794
Enlarger, Photo, 8 x 10	2796
Printer, Studio	2798
Trimmer, 18"	2799
Enlarger, Precision	2800
Microfilm Reader	2801
Camera, Combat	2803
Portable Press, Offset	2804
Timer, Model 1528	2805
Timer	2807
Time-A-Lite	2810
Timer, Rheostat	2811
Plastic Binder Inserter	2823
Slug Cutter	2824
Camera	2825
Camera	2826
Trimmer, 24 x 20	2854
Trimmer, 12 x 12	2855
Micrometer	2856
Enlarger, Kodak 35mm w/case	2857
Arc Lamp, Addressograph	2860
Electric Drill	2861
Microscope	2864
Trimmer, 24"	2867
Cabinet, File, Metal, 4 Drawer	A3865
Cabinet, File, Metal	A3866
Cabinet, File, Kardex, 20 Drawer	A3868
Cabinet, File, Wood, 4 Drawer	A3869
Cabinet, File, Metal, 4 Drawer	A3870
Cabinet, File, Metal	A3871
Safe, Mosler	A3872

ANNEX A
(Continued)DescriptionGPO Prop. No.

Cabinet, Glass Door
 Cabinet, Glass Door
 Cabinet, File, Wood, 4 Drawer
 Cabinet, Wood, 4 Drawer
 Cabinet, Metal, 4 Drawer
 Cabinet, Metal, 36 x 47 x 15H
 Cabinet, Metal, 36 x 47 x 15H
 Cabinet, Wood, 46 x 31 x 39
 Cabinet, File, 2 Drawer
 Cabinet, Type, 24 Drawer
 Locker, 2 Unit
 Cabinet, 4 Door, 18 x 25 x 52
 Safe, Remington Rand
 Cabinet, File, Wood, 4 Drawer
 Cabinet, File, Metal, 4 Drawer
 Cabinet, File, 4 Drawer
 Cabinet, File, Metal, 2 Door
 Cabinet, File, 4 Drawer
 Cabinet, Steel, 2 Door, 18 x 36 x 72
 Cabinet, Wood, 2 Drawer
 Safe, Mosler
 Type Cabinet, Metal
 Type Cabinet, Metal
 Type Cabinet, Metal
 Cabinet, 12 Drawer
 Cabinet, Metal, 24 x 18 x 72
 Cabinet, Wood, 3 Door
 Cabinet, Wood
 Type Cabinet, Metal
 Cabinet, Type, Wood
 Cabinet, Type, 20 x 27 x 43
 Cabinet, File, Metal, 4 Drawer
 Locker, Wood, 2 Door
 Cabinet, File
 Cabinet, File, Metal, 4 Drawer
 Cabinet, File, Metal, 4 Drawer
 Cabinet, File, Metal, 4 Drawer
 Cabinet, File, Metal, 4 Drawer
 Cabinet, File
 Cabinet, Wood, 24 x 37 x 36H
 Cabinet, Metal
 Safe, Schwab
 Cabinet, Type

A3874
 A3875
 A3877
 A3879
 A3880
 A3881
 A3882
 A3883
 A3885
 A3887
 A3888
 A3889
 A3896
 A3900
 A3901
 A3902
 A3904
 A3907
 A3908
 A3911
 A3918
 A3919
 A3920
 A3921
 A3922
 A3923
 A3924
 A3925
 A3926
 A3929
 A3930
 A3931
 A3932
 A3933
 A3937
 A3938
 A3939
 A3940
 A3943
 A3944
 A3945
 A3946

ANNEX A
(Continued)DescriptionGPO Prop. No.

Cabinet, Wood, 2 Drawer
 Cabinet, Wood
 Chair, Arm, w/casters
 Chair, Arm
 Chair, Wood
 Chair, Typist
 Chair, Arm
 Chair, Arm
 Chair, Arm
 Chair, Arm
 Chair, Wood
 Stool
 Chair, Wood
 Chair, Wood
 Chair, Wood
 Stool, Wood
 Stool
 Chair, Metal
 Stool
 Stool, Wood
 Stool, 24"
 Stool
 Chair, Typist, Wood
 Stool
 Chair, Wood, w/arms
 Chair, Wood, w/arms
 Chair, Wood, Arm
 Chair, Wood
 Stool
 Chair, Swivel, Wood
 Chair, Wood
 Stool, Wood
 Chair
 Chair, Wood, Arm
 Chair, Metal
 Stool
 Stool
 Chair, Wood
 Chair, Wood, on casters
 Chair, Wood, on casters
 Stool

A3953
 A4074
 B9391
 B9393
 B9397
 B9398
 B9399
 B9401
 B9402
 B9403
 B9404
 B9405
 B9409
 B9411
 B9412
 B9414
 B9415
 B9416
 B9418
 B9419
 B9420
 B9422
 B9423
 B9424
 B9425
 B9426
 B9427
 B9428
 B9429
 B9430
 B9434
 B9436
 B9438
 B9440
 B9441
 B9442
 B9444
 B9450
 B9451
 B9452
 B9454

ANNEX A
(Continued)

Description

GPO Prop. No.

Chair, Wood, on casters
Chair, Wood
Stool
Stool, Wood
Stool, 24"
Stool
Chair
Chair, Wood
Desk, Wood
Desk, Wood
Desk, Typist
Desk
Desk, Wood
Desk, Wood
Desk, Wood
Desk, Wood
Typewriter, Electromatic
Rack, Wood, 22 x 14 x 31
Rack
Rack, Film, 29 x 36 x 37
Rack, Metal, Linotype
Rack, Form, Printer
Rack, Form, Printer
Rack, Form, Printer
Rack, Form, Printer
Chase Rack, Metal
Chase Rack, Metal
Rack, Wood
Rack, Galley
Rack, Galley
Rack, Galley
Rack, Galley, 100 Openings
Rack, Galley
Imposing Table
Imposing Table
Imposing Table
Imposing Table
Rack, Plate
Rack, Furniture
Rack, Galley, 100 Openings
Rack, Galley
Rack, Galley, 100 Openings
Table, on casters

B9460
B9463
B9465
B9469
B9470
B9484
B9485
B9486
E1936
E1938
E1939
E1940
E1945
E1947
E1950
E1951
J0456
K3232
K3235
K3239
K3241
K3242
K3243
K3244
K3245
K3247
K3248
K3249
K3251
K3252
K3253
K3254
K3255
K3256
K3257
K3258
K3259
K3263
K3264
K3449
K3450
K3460
N4673

ANNEX A
(Continued)DescriptionGPO Prop. No.

Table, Wood	N4677
Table, Wood	N4678
Table, Wood	N4679
Table, Telephone	N4680
Table, Wood, 36 x 72	N4681
Table, Wood	N4682
Truck, Table	N4683
Table, Wood, 36 x 72 x 36H	N4686
Table, Wood, 24 x 84 x 36	N4691
Table, Wood, 36 x 24 x 31	N4692
Table, Metal, 33 x 60 x 31	N4693
Table, Wood, 24 x 84 x 36	N4695
Table, Wood, 36 x 60	N4696
Table, Wood, 36 x 60	N4697
Table, Wood, 32 x 96 x 36	N4698
Table, Wood, 36 x 72 x 31H	N4699
Table, Wood, 24 x 36	N4700
Stone Top Table	N4704
Table, Metal, 36 x 80 x 36	N4705
Table, Wood, 24 x 72 x 36	N4709
• Table, Drafting, 36 x 60 x 36H	N4711
Table, Wood, 18 x 24	N4714
Table, Wood	N4715
Table, Wood	N4717
Table, Wood, 76 x 24 x 36	N4722
Table, Linotype	N4723
Table, Wood	N4724
Table, Linotype	N4726
Table, Wood	N4727
Table, Wood, 24 x 36	N4728
Table, Wood	N4729
Table, Wood, 60 x 32 x 31	N4732
Table, 24 x 45 x 31	N4733
Table, Wood, 60 x 34 x 30	N4734
Table, Light Viewing, 38 x 72 x 36	N4736
Table, Wood, 34 x 41 x 24	N4737
Table, Opauqing, 31 x 21 x 32	N4739
Layout Table, Metal	N4741
Table, Light, 36 x 46 x 37	N4764
Truck, Wood, Trash	S1961
Truck, Metal Frame	S1962

ANNEX A
(Continued)

<u>Description</u>	<u>GPO Prop. No.</u>
Truck, Wood	S1967
Truck, Metal, 48 x 24 x 10	S1968
Truck, Cage, 27 x 40 x 57	S1970
Truck, Cage, 27 x 40 x 57	S1972
Truck, Cage, 27 x 40 x 57	S1973
Truck, Cage, 21 x 26 x 57	S1974
Truck, Cage, 27 x 40 x 57	S1975
Truck, Cage, 21 x 26 x 57	S1976
Truck, Cage, 27 x 40 x 57	S1977
Lift, Truck	S1979
Lift, Truck	S1980
Table, Typewriter	Z0766
Clothes Tree	Z0767
Clothes Tree	Z0768
Stand, Typewriter	Z0770
Paper Dispenser	Z0771
Clothes Tree	Z0775
Clothes Tree	Z0776
Clothes Tree	Z0779
Clothes Tree	Z0788
Costumer	Z0789
Book Press 35"	Z0790
Press, Book	Z0791
Sink	Z0792
Sink	Z0793
Rack, Plate	Z0798
Lens, Goers, 30"	Z2093
Lens, Goers, 40"	Z2094
Lens, Leitz, 9 CM	Z2095
Lens, Myer, 5 x 7"	Z2096
Lens, Goers, 6"	Z2097
Lens, Snyder	Z2098
Lens, Meyer, 9 x 7"	Z2099
Lens, Bausch and Lomb	Z2100
Lens, Ziess, 135 CM	Z2101
Lens, Wollensack, 75 M	Z2102
Lens, Leitz	Z2103
Meter, Exposure, GE	Z2104
Lens, Meyer, 12"	Z2105
Lens, Bausch and Lomb, 139 MM	Z2107
Lens, Hug-Meyers, 12"	Z2108

ANNEX A
(Continued)

Description

GPO Prop. No.

Lens, Dlex Paragon, 14"
Screen, Halftone
Screen, Halftone
Lens, Goerz, 12"
Magazine, Linotype
Magazine, Linotype
Magazine, Linotype
Magazine, Linotype
Magazine, Linotype
Magazine, Linotype
Magazine, Linotype
Magazine, Linotype
Magazine, Linotype
Magazine, Linotype
Lens, Goerz, SN762724
Lens, Goerz, SN307710
Lens, Bausch and Lomb
Lens, Wallensack
Drill, Sharpener

Z2350
Z2351
Z2352
Z2353
Z3103
Z3104
Z3105
Z3106
Z3107
Z3203
Z3204
Z3205
Z3207
Z3208
Z3423
Z3424
Z3425
Z3429
Z3535

Items of equipment not reported to Government Printing Office at time of transfer of Department of State Service Office and reported to July 1, 1953 inventory. To be included with items on tabulation Annex "A".

GPO Prop. No.	Item Description
1869	LENS EASTMAN
2768	CUTTER SLUG
2778	SAW BACKING 14 IN
2852	MITER CUTTER
2865	GLUE POT
3172	HOT AIR DRYER
3197	DRYER
3207	TIMER INDUSTRIAL
3629	CLOCK WALL GENERAL ELE CTIC
3941	CLOCK WALL
3942	CLOCK WALL
3943	CLOCK WALL GENERAL ELECTRIC
4098	SCALE 2 KILO
4242	HEATER ELECT
A3250	RACK PAPER
A3884	CABINET 16X20X8 H 2DRAWER
A3892	CABINET 2 DOOR
A3894	CABINET FILE METAL 4 DRAWER
A3895	SAFE MOSLER
A3914	CABINET FILE 4 DRAWER 3X5
A3917	CABINET FILE 3X5

A4330 CABINET METAL 43X52X24 H
A4331 CABINET FILM
A4332 CABINET METAL 42X50X34
A4333 CABINET MAP 5 DRAWER 41X54X16
A4334 CABINET MAP 5 DRAWER 41X54X16
A4335 CABINET MAP 5 DRAWER 41X54X16
A4336 CABINET MAP 5 DRAWER 41X54X16
A4351 TOOL CHEST
A4599 RACK GALLEY 100 OPENIN
A4607 RACK GALLEY 100 OPENIN GS
A4666 CABINET SLUG AND RULE
A4667 CABINET GLASS DOOR
A4668 CABINET GLASS DOOR
A4669 CABINET GLASS DOOR
A5689 RACK TYPE 22X34X26
A5690 CABINET TYPE METAL
A5691 CABINET WOOD 2 DOOR
A5692 CABINET WOOD 3 DOOR
A5693 CABINET WOOD
A6818 CABINET PROOF PRESS NOLAN
A6834 RACK WOOD 100 GALLEYS 4 TIER 25
A6840 CABINET GALLEY STEEL 4 TIER 25
A6958 CABINET MONO KEYBANK 16X21X15
A9394 CHAIR SWIVEL

B9437 STOOL 24 IN
B9457 CHAIR CAMP
B9458 CHAIR TYPIST METAL
B9813 CHAIR PASTURE
B9814 CHAIR PASTURE
B9815 CHAIR PASTURE
B9816 CHAIR PASTURE
B9817 CHAIR PASTURE
B9818 CHAIR PASTURE
B9819 CHAIR PASTURE
B9876 CHAIR METAL
C 280 CHAIR METAL
C1026 CHAIR METAL
C1027 CHAIR METAL
C1066 CHAIR POSTURE
C1108 STOOL
C1109 STOOL
C1110 STOOL
C1111 STOOL
C1746 CHAIR METAL
C1747 STOOL
C1749 CHAIR TYPIST METAL
C2173 CHAIR STEEL
C2174 CHAIR STEEL
C2370 CHAIR

C2383 CHAIR STEEL

C2384 CHAIR STEEL

C2452 CHAIR POSTURE

C2453 CHAIR POSTURE

C2454 CHAIR POSTURE

C2455 CHAIR POSTURE

E1937 DESK WOOD

E1944 DESK WOOD

E2537 DESK

F1058 FIRE EXTINGUISHER

F1059 FIRE EXTINGUISHER

F1075 FIRE EXTINGUISHER

F2007 FIRE EXTINGUISHER

F2008 FIRE EXTINGUISHER

F2010 FIRE EXTINGUISHER

F2016 FIRE EXTINGUISHER

F2017 FIRE EXTINGUISHER

H 818 FAN WALL

H3319 FAN WALL

H3320 FAN WALL

H3321 FAN O S C 16 IN

H3323 FAN WALL

H3401 FAN WALL

H3402 FAN WALL

H3591 FAN FLOOR
H3592 FAN FLOOR
H3924 FAN EXHAUST
H3925 FAN EXHAUST
H4024 FAN FLOOR
H4025 FAN FLOOR
H4026 FAN FLOOR
H4027 FAN FLOOR
H4028 FAN WALL
H4029 FAN WALL
H4230 FAN WALL
H4231 FAN WALL
K3233 CABINET 22X60X72
K3246 RACK FORM PRINTER
K3317 RACK ROLLER
K3418 RACK WOOD
K3419 RACK WOOD
K3420 RACK WOOD 24X72X36
K3501 RACK WOOD
K3582 RACK WOOD 30X54X72
K3583 RACK WOOD 30X54X72
K3768 RACK CUTTER KNIVES 21 X36X64
K5180 RACK ROLLER
K5288 RACK ROLLER WOOD

K5465 RACK WOOD
K5503 RACK WOOD TYPE
K5504 RACK METAL TYPE
K5505 HOLDER FILM PLATE
K5507 RACK WOOD 15X35X35 H
K5508 RACK WOOD
K5509 RACK ROLLER
K5510 RACK WOOD
K6106 RACK GALLEY 100 OPENINGS
K6301 RACK WOOD 26X32X38
K6302 RACK WOOD 25X33X47
K6323 CABINET GALLEY FOR 100
K6343 CABINET GALLEY FOR 100
K6374 CABINET GALLEY 35X22X43
K6381 CABINET GALLEY FOR 100
K6385 RACK 25X29X36
K6414 CABINET GALLEX NO 1762
K6416 CABINET GALLEY
K6478 RACK WOOD 11X36X80
L 743 LAMP DAZOR
L 746 LIGHT DAZOR
L 747 LIGHT DAZOR
L 748 LIGHT DAZOR
L 749 LIGHT DAZOR

L 785 LAMP FLUOR 2 LAMP DAZOR 34 IN EXT ARM

L 907 LIGHT DAZOR

L 908 LIGHT DAZOR

L 909 LIGHT DAZOR

L 910 DAZOR LAMP

L 913 DAZOR LAMP

L 914 DAZOR LAMP

L 915 DAZOR LAMP

L 916 DAZOR LAMP

L 918 DAZOR LAMP

L 919 DAZOR LAMP

L 920 DAZOR LAMP

L 921 DAZOR LAMP

L 922 DAZOR LAMP

L 924 DAZOR LAMP

L 925 DAZOR LAMP

L 926 DAZOR LAMP

L 927 DAZOR LAMP

L 928 DAZOR LAMP

L 929 DAZOR LAMP

L 930 DAZOR LAMP

L 931 DESK LAMP

L 932 DAZOR FIXTURE

L 933 DESK LAMP

L 934 DESK LAMP

L 944	DAZOR LIGHT
L 945	DRYING LAMP
L 946	DARKROOM LAMP
L 947	DARKROOM LAMP
L 948	DARKROOM LAMP
L 949	DARKROOM LAMP
L 956	FLOODLIGHT
L 957	DAZOR LIGHT
L 958	DAZOR LIGHT
L1076	FIXTURE LIGHT DAZOR
L1077	FIXTURE LIGHT DAZOR
L1078	FIXTURE LIGHT DAZOR
N4688	TABLE WOOD ON CASTER
N4793	TABLE WOOD 40X50X34 H
N4798	TABLE
N4871	TRUCK WOOD TRASH
N4872	TABLE WOOD 24X36
N4873	TRUCK TABLE
N4874	TABLE WOOD 24X36
N4875	TABLE WOOD 24X36
N4983	TABLE WOOD
N5097	TABLE WOOD ON 4 WHEELS
N5098	TRUCK TABLE
N5099	TRUCK TABLE

N6365 TABLE ROLLING BINDERY
 N6366 TABLE ROLLING BINDERY
 N6371 TABLE ROLLING BINDERY
 N6486 TABLE WOOD 30X36X31
 N6487 TABLE WOOD 30X36X31
 P 112 FAN EXHAUST 20 IN
 P 163 CLOCK WALL GENERAL ELECTRIC
 P 685 DRILL B D 1 1/2 IN
 S1957 TRUCK PAPER
 S1960 TRUCK WOOD TRASH
 S1978 TRUCK CAGE 27X40X57 H
 S2110 TRUCK CAGE 27X40X57 H
 S2111 TRUCK CAGE 27X40X57
 S2112 TRUCK CAGE 27X40X57 H
 S2116 TRUCK TRASH
 S2117 TRUCK TRASH
 S2211 TRUCK PLATE RACK 48X30X45
 S2228 TRUCK COMPOSING
 S2888 TRUCK TRASH
 S3398 TRUCK RACK 48X30X45
 S3399 TRUCK CLASSIFIED
 S3400 TRUCK CAGE 27X40X57
 S3401 TRUCK CAGE 27X40X57 H
 S3402 TRUCK MATERIAL
 S3403 TRUCK METAL

S3407	TRUCK METAL
S3481	TRUCK WASTE PAPER
S3482	TRUCK WASTE PAPER
S3483	TRUCK WASTE PAPER
S3511	TRUCK TABLE
S3512	TRUCK TABLE
S3524	TRUCK UPRIGHT 19X25
S3526	TRUCK ANDERSON
S3557	TRUCK UPRIGHT 19X25
S3579	TRUCK ANDERSON 25X38
S3582	TRUCK UPRIGHT ANDERSON
X4694	LOCKER 3 UNIT
X4756	METAL LOCKER 2 COMPARTMENT
X4757	WOOD LOCKER 3 COMPARTM
X4758	WOOD LOCKER 3 COMPARTMENT
Z 769	COSTUMER
Z 841	LIGHT SAFE
Z 951	AIR COMPRESSOR
Z 991	DRYER OSTER MODEL 202
Z 992	DRYER MODEL 202
Z 993	DRYER HAIR
Z 996	DENSITOMETER PROCESS
Z1275	METER PHOTO
Z1276	INTERCOMM SYSTEM

Z1282	HEATER
Z1283	MICROSCOPE
Z1314	HEATER
Z1315	HEATER
Z1316	HEATER
Z2072	CLOTHES TREE
Z2073	PHOTO METER ATF
Z2074	BENCH SEWING
Z2075	BENCH SEWING
Z2076	BENCH SEWING
Z2078	SLUG CUTTER
Z2079	BALANCE SCALE SMALL
Z2080	BALANCE SCALE SMALL
Z2081	BALANCE SCALE SMALL
Z2082	SCALE FAIRBANK 25 LB
Z2083	TRIPOD SER 723
Z2085	SCALE KODAK
Z2089	TRIPOD REIS MODEL A
Z2090	TRIPOD LEY
Z2092	VACUUM BACK FOR ATF CAMERA
Z2109	PISTOL COLT 45 SER 904851
Z2110	PISTOL COLT 32 SER 378394
Z2111	PISTOL SAVAGE 380 SER 215368
Z2129	SCHEDULOGRAPH REM RAND
Z2130	SCALE BULETIN PART 2-4-1

23940 DEHUMIDIFIER

25289 RACK WOOD

25290 RACK WOOD

25291 RACK WOOD

25292 RACK WOOD

25293 RACK WOOD

25294 RACK WOOD

25295 RACK WOOD

25296 RACK WOOD

ANNEX B

**EQUIPMENT PURCHASED BY THE CENTRAL INTELLIGENCE AGENCY SUBSEQUENT
TO ASSUMPTION OF ADMINISTRATIVE CONTROL OF THE PLANT
BY THE GOVERNMENT PRINTING OFFICE**

10 Digit Bates Numbering Machine
40 x 60 Printer, Vacuum Contact
39 x 51 Photo-Layout Table
Typing Machine, Electric, Bund
1 1/2" Acme Harrison Stitcher
40 x 52 Press, Rutherford, Proving
Stand, Wood, Dictionary

ANNEX C

**EQUIPMENT TO BE TRANSFERRED TO THE CENTRAL INTELLIGENCE AGENCY
UPON PAYMENT TO THE GOVERNMENT PRINTING OFFICE OF THE COST
THEREOF LESS DEPRECIATION TO JANUARY 1, 1957**

Plant Machinery and Equipment

<u>Description</u>	<u>GPO Prop. No.</u>	<u>Agreed Reimbursement Price</u>
Camera, ATF	0009	\$ 000.00
Linotype Composing Machine	0031	710.75
Linotype Composing Machine	0032	1,562.51
Vacuum Frame	0032	163.35
Graining Machine	0035	183.33
Melting Pot	0043	197.55
Multiple Drill	0053	952.51
Electric Saw	0073	361.79
Miller Letterpress	0101	11,225.95
Press, Offset, Willard	0140	11,556.51
Baum Folder, Model 43	0144	2,067.78
Wire Stitcher, Boston	0158	221.04
Roller Cleaner, Jomco	0196	347.79
Dehumidifier Unit	0197	000.00
Lifter, Lewis Shepard	0512	480.57
Signature Press	0567	863.32
Lamp, Arc, Controls	0599	000.00
Vacuum Printing Frame	0601	1,007.55
Truck, Fork, 2,000 lb.	0675	2,026.19
Boston Stitcher	0767	365.14
Trim-O-Saw Glider	0929	688.96
Press, Offset, Miller	0956	19,715.59
Chandler Price Press	0964	6,928.03
Keyboard, Monotype	1065	2,427.95
Caster, Monotype	1068	5,978.67
Press, Two Color Offset	1091	47,441.78
Stripping Utility	1195	2,073.80
Inspection Light	2841	47.71
Compressor	3196	176.49
Electronic Luxometer	4277	212.92
Totalume Light Meter	4278	546.31
Monotype Caster	4933	000.00
Lincoln Monotype Keyboard	4970	000.00

ANNEX C
(Continued)

Description	QPO Price No	Agreed Reimbursement Price
Drill, Harris Seybold	2031	\$ 7,181.40
Monotype Caster	2072	000.00
Langston Monotype Keyboard	2095	000.00
Verticle Plate Coating Machine	2023	000.00
Proof Press, Vandercook	2025	000.00
Proof Press	2040	000.00
Wheel, Numbering	2058	82.08
Dark Room Lamp	20742	000.00
Arc Lamp, Macbeth	2063	422.51
Lamp, Arc, Grafarc	2069	669.60
Battery Charger	2039	000.00
Sink, 20 x 24"	2077	582.04
Table and Plate Inspection Rack	20399	279.20
Sink, Stainless Steel	20651	2,817.36
Mold, Water Cooled	20095	320.98
Screen Holder	20903	671.94
Sink, Stainless Steel	20955	1,594.92
Noland No. 2 Proof Press	21163	128.10
Kraft Tape Dispenser	21296	94.50
Integrator, Model 26	21337	303.60
Magazine, Linotype	22492	000.00
Magazine, Linotype	23108	13.09
Magazine, Linotype	23206	13.09
Magazine, Linotype	23209	15.13
Magazine, Linotype	23210	15.13
Magazine, Linotype	23211	15.13
Magazine, Linotype	23212	17.18
Magazine, Linotype	23213	17.18
Magazine, Linotype	23214	17.18
Magazine, Linotype	23215	17.18
Battery	23394	000.00
Lens, H. D. Taylor	23422	15.13
Magazine, Main	23762	189.75
		<u>\$136,025.24</u>

ANNEX C
(Continued)Building Appliances and Office MachinesAgreed Reimbursement PriceDescription

GPO Price No

Building Appliances

Air Conditioner	0692	163.35
Air Conditioner	0692	163.35
Window Air Conditioner	0692	169.60
Window Air Conditioner	0692	169.60
Blower Fan, No. 150	0792	176.40
Fan, Exhaust	4002	96.02
Fan, Exhaust	4002	96.02
Window Air Conditioner	4312	231.84
Window Air Conditioner	4312	231.84
Window Air Conditioner	4312	231.84
Window Air Conditioner	4312	231.84
Window Air Conditioner	4312	203.60
Window Air Conditioner	4312	203.60
Window Air Conditioner	4312	169.49
Air Conditioner, Frigidaire	4312	169.49
Air Conditioner, Frigidaire	4312	139.54
Air Conditioner, Window	POB 1	170.53
Window Air Conditioner	POB 2	94.62
Window Air Conditioner	POB 1	136.89
Air Conditioner	POB 59	136.89
Air Conditioner	POB 70	77.27
Fan, Window	POB 77	114.54
Air Conditioning Unit	POB 37	120.96
Partition, Portable	Z1150	

Office Machines

Marchant Calculator	2160	87.86
Typewriter, Electromatic	3009	25.36
Collating Machine	3699	000.00
Typewriter, Electric, 12"	11726	305.76
Clock, IBM	11733	145.14
Clock, IBM	11734	145.14
Clock, IBM	11735	145.14
Clock, IBM	11736	145.14
Stamp, Date, IBM	11775	173.13

ANNEX C
(Continued)Furniture and Fixtures

<u>Description</u>	<u>QFC Price</u>	<u>No</u>	<u>Agreed Reimbursement Price</u>
Cabinet, Galley	A432		\$ 76.18
Cabinet, Steel	A437		108.68
Light Tight Box	A437		60.53
Monotype Cabinet	A438		137.84
Cabinets	A444		103.41
Cabinets	A444		103.42
Cabinets	A444		103.42
Locker	A453		137.23
Galley, Cabinet	A460		73.41
Rack, Galley	A460		56.80
Rack, Galley	A460		56.80
Rack, Galley	A460		56.80
Cabinet, Light Viewing	A461		284.32
Rack, Galley	A469		58.72
Double Tier Cabinet	A467		319.76
Rack, Galley	A468		58.72
Rack, Galley	A465		58.72
Rack, Galley	A468		56.80
Film Drying Cabinet	A471		2,087.04
Table	A680		203.70
Cabinet, Storage	A702		347.35
Desk, Proof Reader	E201		115.95
Proofreader Desk	E212		139.43
Desk, Proof Reader	E211		216.60
Desk, Proof Reader	E212		216.60
Desk, 23" x 50" x 30"	E212		117.25
Desk, 50" x 66" x 30"	E212		206.06
Cabinet, Galley	K218		000.00
Cabinet, Galley	K218		000.00
Galley, Transfer Truck	K367		78.00
Galley, Transfer Truck	K368		78.00
Rack, Galley	K369		34.19
Rack, Galley, 100 Opening	K370		41.18
Rack, Galley, 100 Opening	K371		43.16
Rack, Galley	K372		13.12

ANNEX C
(Continued)

Description	JPO Price	Agreed Reimbursement Price
Rack, Magazine	K3473	\$ 4.50
Rack, Galley, 100 Opening	K3682	7.69
Rack, Wood	K3683	68.17
Rack, Wood, 12 x 46 x 87	K3710	66.55
Plate, Cabinet	K3716	107.72
Negative Rack, 40 x 60	K3761	217.51
Negative Rack, 40 x 60	K3762	217.52
Galley, Cabinet	K3767	71.59
Rack, Galley	K3788	48.23
Rack, Galley, 100 Opening	K3789	46.05
Rack, Galley, 100 Opening	K3796	59.19
Cabinet, Type	K3728	131.47
Rack, Galley, 100 Opening	K4061	50.91
Rack, Galley, 100 Opening	K5007	73.41
Rack, Galley, 100 Opening	K5093	73.41
Rack, Roller, Wood	K5000	28.50
Rack, Galley	K6105	31.84
Storage Rack	K6069	326.60
Cabinet, Storage	K6070	150.13
Negative Storage Rack	K6072	185.99
Rack, 22 x 72 x 82	K6089	94.44
Rack, 22 x 72 x 82	K6090	94.44
Rack, 22 x 72 x 82	K6091	94.44
Rack, 22 x 72 x 22	K6092	94.44
Rack, 22 x 72 x 32	K6093	94.44
Rack, 22 x 8 x 80	K6073	151.90
Rack, 22 x 8 x 80	K6074	151.90
Rack, 42 x 50 x 80	K6075	186.22
Rack, 22 x 62 x 80	K6076	112.04
Rack, 28 x 45 x 80	K6077	115.81
Rack, Negative Storage	K6082	167.72
Table, Light, 76 x 50 x 38	K6039	57.54
Table, Etching, Viewing	K6079	196.82
Table	K6047	17.71
Table, 28 x 84 x 36	K6058	20.44
Table, Light, 42 x 55 x 36	K6067	46.52
Table, Line Up	K6068	157.74
Table, Inking	K6070	123.52
Light Table	K6107	236.22
Light Table	K6108	236.22
Light Table	K6172	212.35

ANNEX C
(Continued)

<u>Description</u>	<u>GPC Proj. No.</u>	<u>Agreed Reimbursement Price</u>
Light Table	N5172	\$ 246.91
Light Table	N5172	246.91
Table, Viewing, 38 x 72	N5184	325.64
Table, Line Up	N5903	199.82
Table, Shelved	N6343	672.03
Light Table	N6362	135.04
Table, 5 x 10 x 3	N6362	190.62
Bench, 29 x 30 x 32	N6411	206.96
Table, 30 x 56 x 50	N6532	169.76
Truck, Galley	S1262	50.69
Truck, Metal, Scrap	S2082	22.66
Truck, Metal, Scrap	S2082	22.66
Truck, Galley, Transfer	S2262	147.69
Truck, Galley, Transfer	S2262	147.69
Plate, Rack, 29 x 18 x 25	S2272	79.20
Form Table, Adjustment	S3392	540.26
Table, Plate, Tank	Z0822	334.68
Stone, Imposing, 20 x 24	Z2082	6.02
Stone, Imposing, 18 x 24	Z2352	6.02
Cleaner, Vacuum Tank	Z3712	135.92
Skid Board, 30 x 76	Z3742	169.06
Safe, Recessing Door	Z3742	2,489.08
Safe, Recessing Door	Z4102	<u>3,390.56</u>
		\$20,450.12
	Total	\$161,347.15
		15.00
		20.21

Items of equipment that were purchased by Government Printing Office and transferred to Department of State Service Office since date of transfer to Government Printing Office. To be included with items on tabulation Annex "C". These items have been fully depreciated.

GPO Prop.

Item DescriptionNo.

2426	BLOWER
3342	ELECTRIC HEATER
A1301	CABINET WOOD 18 DRAWERS 23X35X55
A2949	CABINET FILE 7X16X5
A4538	BENCH METAL 24X36X35
A5077	OIL DISPENSER AND STAND BOWSER
B6528	CHAIR METAL
B6881	CHAIR METAL SWIVEL
B8350	CHAIR TYPIST
B8352	CHAIR TYPIST
B8874	CHAIR TYPIST WOOD
B8895	CHAIR TYPIST
C1065	CHAIR METAL
C1534	CHAIR METAL
H8230	FAN WALL
H8247	FAN O S C 16 IN
H8296	FAN WALL
H8347	FAN WALL
H9616	FAN FLOOR
H9625	FAN FLOOR
H9656	FAN FLOOR
H9657	FAN FLOOR

L 750	LIGHT DAZOR
N3467	TABLE METAL 34X60X31 H
N4070	TABLE WOOD 20X60
N4956	TRUCK METAL 5 SHELVES 20X50
N4957	TRUCK METAL 5 SHELVES 20X50
P 70	CLOCK GENERAL ELECTRIC
P 365	DRILL ELEC 1/4 IN
P 379	FAN
P 383	FAN EXHAUST
P 385	FAN EXHAUST DIEHL
P 399	TABLE AND TANK REGR
S1942	TRUCK METAL 20X35X34
S1943	TRUCK METAL 20X35X34
S2109	TRUCK TOOL
Z1045	STOVE HOT PLATE 10IN RD
Z1266	HEATER ELECTRICAL
Z1627	SCALE TABLE